

Transportation

School Bus Purchase Program

Instruction: EFT-16 School Bus Emergency Replacement

1. Log into Maine DOE NEO data system
 - a. Select “Transportation”
2. Hover over “Vehicle Inventory and Requests”
 - a. Select “Vehicle Inventory and New Bus Request”
3. Select “SAU Name”
4. Locate the vehicle (by VIN) that you want to replace
 - a. Enter the last 4 digits of the VIN in the “Search” box
 - b. Under Navigation (far right side of screen), press the “Select Link” down arrow, select “EFT-16 Emergency Replacement”

Vehicle Inventory and Requests | Annual Data | Reports | Help

Vehicle Inventory and New Bus Request

SAU Name: RSU 10 | Status: Select All

Bus Request for Addition To Fleet
**This is for state subsidy approval only*

Search: 1652

Existing Vehicle										New Vehicle			Navigation
Vehicle Type	Bus Type	Capacity	Model Year	Prior FY Mileage(\$s of 06/30)	Current reporting Mileage(\$s of 06/30)	Status	Refurb Eligibility	Replacement Eligibility	State Approved Purchase	New Vin	New Bus Type	Status of Subsidy Request	Navigation
School Bus	C	51	2011	174548	0	In Service	Yes	Yes	No				Select Link

5. Complete sections 1, 2, and 3 of the EFT-16 Emergency Replacement form.
 - a. Some sections will fill automatically based on preceding responses
 - b. Section 2.1 – select the fiscal year that the bus will be purchased
 - c. Section 3.4 - disregard

EFT-16 Emergency Replacement

SAU Name: RSU 10

Replaced Bus (Old)

VIN: 1BAKCCPA6BF281652
Model Year: 2011
Bus Type: C
Capacity: 51
Manufacturer: Blue Bird
Make: M-18
LVN:

Replaced Bus (Old)

Age (in years): 12
Mileage (as reported 6/30/2021): 174548 | Mileage at Date of Possession: 0
**** If the Annual Data (EFT-24) report has not been certified, the mileage at date of possession will be used.*

Requested Bus (New)

1. School Bus Data:

1.1 Bus Capacity:
1.2 Lift Equipment:
1.3 Type:

2. Request Details:

2.1 Purchase Fiscal Year:
2.2 Replacement Reason:
2.3 Replacement Justification:
2.5 Fuel Type:

3. Financial: ****Approvals are based upon original request. If purchased bus Capacity, Type and/or Payment Years is different, significant reduction in approval amount can occur.***

3.1 Payment Type:
3.2 Payment Years:
3.3 SAU Replacement Cost Estimate:
3.4 State Bid Value (Previous Fiscal Year):

[Back to SAU Existing Vehicle Inventory Summary](#)

6. Press the “Create” button

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7. Confirm the submittal by going to
 - a. “Vehicle Inventory and Requests” / “Bus Requests Summary”
 - b. Select “Purchase Fiscal Year”
 - c. Under the Request Status column, you will see the Applied Round 1
 - i. The status will change as the application moves through each approval stage:
 1. Applied Round 1 (or Applied Round 2)
 2. State Approved
 3. Awaiting Purchase (after Superintendent Authorization)
 4. Purchase Complete
 - ii. If the request is not approved the status might read:
 1. Withdrawn Before Approval
 2. Cancelled After Approval

Bus Requests Summary

Select SAU:

Purchase Fiscal Year: 

Status:

complete for that FY

Search:

Replacement Bus (old)										Requested Bus (New)						
Bus Request Number	Fiscal Year	Request Type	Vehicle Identification Number (VIN)	Bus Type	Capacity	Bus Fuel Type	Model Year	Prior FY Mileage (as of 06/30) *	Current reporting Mileage (as of 06/30) *	Bus Type	Capacity	Bus Fuel Type (new)	Requested Payment Years	SAU Cost Estimate	Request Status	
2681	2023	Replacement	4DRBUAAN5DB248487	C	72	Diesel	2013	139667	160900	C	77	Gasoline	5	\$120,000.00	Applied - Round 1	

State rule that governs the School Bus Purchase Program is located on the Maine DOE Transportation website: <https://www.maine.gov/doe/schools/transportation> under Laws, Rules, & Polices. See [Code of Maine Regulations \(05-071 CMR Chap. 85\)](#) School Bus Purchase Program.

Update August 26, 2022